

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject:

Out of State/Overnight Travel

Date:

April 9, 2024

Dept:

Oak St.

Reason:

Past practice of the Committee
requires a vote to allow
students/staff to travel outside
of the State/Country

Enclosure

Yes

Background

Recommendation:

Oak St. Recurring RW Zoo Field Trip

I recommend approval of the request of Brad Hendrixson to take 2nd graders to Roger Williams Zoo in Providence, RI on June 6, 2024 as detailed.

Action Requested of the School Committee:

Majority vote of the Committee is required.

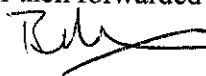
<u>Vote Tabulator</u>	
E. Gallagher: Y / N	D. McNeill: Y / N
D. Callaghan: Y / N	R O'Sullivan: Y / N
Al Charles: Y / N	KP Sompally: Y / N
P. Griffith: Y / N	Action: _____

Trip Approval Process for Extended Field Trip

The trip advisor(s) shall submit a proposal to the School Committee providing the following information:

- a. Destination **Roger Williams Zoo, 1000 Elmwood Avenue, Providence, RI**
- b. Departure/expected return dates **6/6/2024 return same day**
- c. Itinerary
- d. Summary of trip purpose/educational alignment **Grade 2**
- e. Trip expense, inclusive of all costs **Oak Street PCC**
- f. Description on how the trip will be accessible to students from limited income families-fundraising plan **Oak Street PCC**
- g. Accessibility for students with disabilities **N/A**
- h. Number of students needed to support trip **N/A**
- i. Number of chaperones in attendance **TBD**
- j. Method of transportation and/or travel agency/organization information **2 buses from Holmes Busing**
- k. Documentation that all students, advisors and chaperones will have full trip insurance
- l. Emergency plan including medical care plan including plan for to administration of medication **RN**
- m. CORI for Chaperones **Yes**
- n. Extended Field Trip Waiver-only applicable if overnight trip **N/A**

Proposal should be submitted to principal for initial approval then forwarded to Superintendent of Schools

→ Approved : 

The Superintendent will review and present to the School Committee as an Action Item without requirement of presentation by the trip advisor.